

09 MAY 1973

MEMORANDUM FOR: Director of Communications
Director of Finance
Director of Joint Computer Support
Director of Logistics
Director of Medical Services
Director of Personnel
Director of Security
Director of Training

SUBJECT : Revised FY 1974 Staff Personnel Allocation

REFERENCE : Memo dtd 10 Apr 73, to DD/M&S fr D/PPB;
subj: "Revised FY 1974 Staff Personnel
Allocation" (DD/M&S 73-1403)

1. We are required to submit to the Director by 15 June a breakdown by component showing how we plan to reach the revised FY 1974 position allocation for the Management and Services Directorate. At the same time we have to submit specific program adjustments that will have to take place during FY 1974. (See para 3 of Ref.) To accomplish this we will need information from each of you no later than 8 June. The information we need is identified below with suggested target dates for completion:

a. The new staff position ceiling indicating which organization elements have been affected no later than
(Initial Office Director's discussion with DD/M&S to identify proposed actions and magnitude of reduction no later than 16 May. Any follow-up discussion with final mark for each Office to be set and approved by DD/M&S no later than 23 May.)

23 May

b. The estimated dollar savings to be realized from these reductions in FY 1974 and FY 1975 no later than

30 May ✓

c. Unfunded FY 1974 requirements which might be funded out of savings realized from the Agency's position reductions no later than

30 May

-2-

d. The effect of the reduction upon your plans and programs and problems arising therefrom no later than

8 June


e. Objectives and action plans to be modified or abandoned no later than

8 June.

2. Specific revisions to staffing complements to meet the revised FY 1974 allocations are required in the Office of the Director of Personnel no later than 20 August 1973.

STATINTL


Chief, DD/M&S Plans Staff

cc: D/PPB
C/SSS


STATINTL